

2014 Issaquah Farmers Market Vendor Application Process

Wednesday, February 5, 2014:

The date the application is emailed to **returning 2013 vendors only**.

Returning vendors from the 2013 season are not required to re-jury their items, unless a new product is being sold or added. Priority acceptance will be given to returning 2013 vendors, then to new vendors who are juried on February 22nd.

We will continue to accept new vendors throughout the season based on category availability.

Saturday, February 8, 2014:

Returning vendor application drop off is scheduled for Saturday, February 8th from 9 am –11 am at the Pickering Barn. This is an opportunity for returning vendors from the 2013 season to drop off their application in person. THERE WILL BE NO MEETING on the drop off date. Mailed applications will also be accepted if deadlines are met.

Wednesday, February 19, 2014 by Noon:

Returning vendor applications must be turned in by Wednesday, February 19th by Noon to receive priority status. Applications received after this date/time will no longer receive priority status and may be replaced by new interested competitors.

Saturday, February 22, 2014:

Applications from all **new** vendors are accepted on this date.

New Vendor Market Meeting
Date: Saturday, February 22nd
Meeting Location: Pickering Barn
1730 10th Ave. N.W. Issaquah, WA 98027

Meet and Greet with coffee and refreshments:	9:00 am – 9:15 am
Program Overview:	9:15 am – 10:00 am
Question & Answer Period:	9:30 am – 10:30 am
Jury Appointments:	10:30 am – 2:30 pm
<ul style="list-style-type: none">• Appointments based on your arrival time, tickets will be issued at the door• Each applicant will be given up to 5 minutes for a product review• Please respect the time limit!• Attendance at this meeting is highly recommended	

New Vendor Items Required for Jury Appointment:

- Small assortment of your products to be sold for on-site inspection
- Completed application (available on-site during meeting as well as our website www.issaquahwa.gov/market)
- 1 – 5 photos (depending on product variety) of your work to be left with your application

Selection Notification:

- Our jury decisions will not be made on-site that day.
- You will be notified via mail by Tuesday, March 11th with your acceptance status and how to submit payment.

Unable to make the new vendor's meeting?

Alternate Jury Times and Options:

- Mail, fax or scan/email your completed application (Pages 1 through Page 5) with 1 – 5 photos of your product
IMPORTANT: DO NOT MAIL ANY MONEY WITH YOUR APPLICATION!
- If accepted, the membership fee and daily booth fee will be due before or on your first day of participation. Once received, your application will be reviewed by the market managers and you will be informed via mail or phone the status of your application. Please allow two weeks from the date mailed for a response. An additional jury appointment to preview your items in person may be necessary.

Mailing Address: P.O. Box 1307 Issaquah, WA 98027
Market Fax: 425-837-3397
Market Email: issaquahfarmersmarket@issaquahwa.gov

- Contact us via phone 425-837-3311 (leave a message with your contact information) or email issaquahfarmersmarket@issaquahwa.gov to schedule a private five minute appointment at the Pickering Barn office.
- Priority acceptance will be given to returning 2013 vendors and then to vendors who are juried on the 22nd. We will continue to accept new vendors throughout the season based on space availability in each category.

Full Vendor Categories:

The following vendor categories are full and we are not accepting any applications in these categories:

*As always, we will not accept any resellers or products sold by independent consultants.

Date: ____/____/____

**2014 Issaquah Farmers Market
Application, Rules & Regulations & Guidelines**

Office Use Only

Issaquah Farmers Market – Attn: Market Managers
Mailing Address: P.O. Box 1307 Issaquah, WA 98027
Market Main Line: 425-837-3311 issaquahfarmersmarket@issaquahwa.gov

APPLICANT INFORMATION: (Please Print Clearly)

Last Name: _____ First Name: _____ MI: _____

Business Name: _____

Mailing address: _____ City: _____ ST: _____ Zip: _____

Physical/Farm address: _____ City: _____ ST: _____ Zip: _____

Home phone: () _____ - _____ Business phone: () _____ - _____ Cell phone: () _____ - _____

Email address: _____ Business website: _____

Have you previously participated in our market? _____ Number of years previously participated? _____

How did you hear about our market? _____

Other markets you sell at? _____

How often do you intend to sell at our market? _____

PRODUCT INFORMATION:

Product Category: Please select the grouping below that best describes the items to be sold at your booth.

☐ 1. Produce ☐ 2. Nursery ☐ 3. Flowers ☐ 4. Processed Food ☐ 5. Concessioned Food
☐ 6. Crafts ☐ 7. Non-Profit (Advertising) ☐ 8. Non-Profit (Fundraising) ☐ 9. Other: _____

Brief summary of items to be sold:

List specific items to be sold at the market and approximate dates of availability:

Vendors will be granted permission to sell only what is listed here. If you come to the market with items to sell that are not listed here, you will be asked to remove them from your tables, unless you have obtained prior approval from the IFM. Some items you list here may not be allowed to be sold – we will contact you directly if there are items listed here that cannot be accommodated.

This application will not be processed without a detailed list of products you will bring to market, including specific varieties and dates of availability. Please use the back or extra paper if necessary.

Crop or Product	Month Sold	Crop or Product	Month Sold	Crop or Product	Month Sold

For returning vendors:

Are you planning to bring any new products to the market in 2014 that you did not sell last season? ☐ Yes ☐ No

If yes, please explain:

Annual Fees due with your application:

FEE TYPE AND CHARGE	FEE DETAILS
Annual Membership Fee <input type="checkbox"/> \$40.00	Required with submission of all applications. Checks accepted – made payable to “The City of Issaquah” Exact cash only accepted. No debit or credit cards accepted.
Annual Outdoor Electrical Fee <input type="checkbox"/> \$100.00	Required for only those outdoor vendors applying for electricity. Please note electricity outside is extremely limited. New vendors may not be eligible for electrical access and should be prepared to use an alternative source of power if necessary. **Need to complete/submit electricity section also!**

ELECTRICAL NEEDS:

Please fill out this section ONLY if applying for an electrical booth:

(Please note that spaces are limited and we may not be able to accommodate everyone's requests).

Items to plug in	Amps Needed	Items to plug in	Amps Needed

Weekly Fee due throughout the season with participation:

FEE TYPE AND CHARGE	FEE DETAILS
Weekly Outdoor Booth Space \$30.00 per assigned 10'x10' booth space	Required upon entry each week. Checks accepted – made payable to “The City of Issaquah” Cash accepted – exact cash preferred. No debit or credit cards accepted. No ‘entire season’ pre-pay option offered in the 2014 season. No pre-pay for multiple weeks.
No indoor vendor booths will be provided in 2014.	

PERMIT REQUIREMENTS:

Vendor Categories 1 – 5 may require applicable King County Health Department permits per booth activity.

Have you received or applied for a current applicable permit? Yes _____ No _____

If yes, which permit have you applied for?

Are you providing a copy of the approved permit enclosed with this application? Yes _____ No _____

If No, when will you have an approved permit to submit to the Market Manager? _____

(We are required to have a copy onsite)

(See Page 11 for Health Dept. Permit Info)

List of categories and products most often requiring permits:

- Dairy, cheeses, etc.
- Cut leafy greens, mushrooms
- Hard crusted breads, baked goods, etc.
- Meats, seafoods, etc.
- Processed foods
- Concessioned foods and beverages
- Sampling of product in some cases – might include produce
- Temperature controlled foods

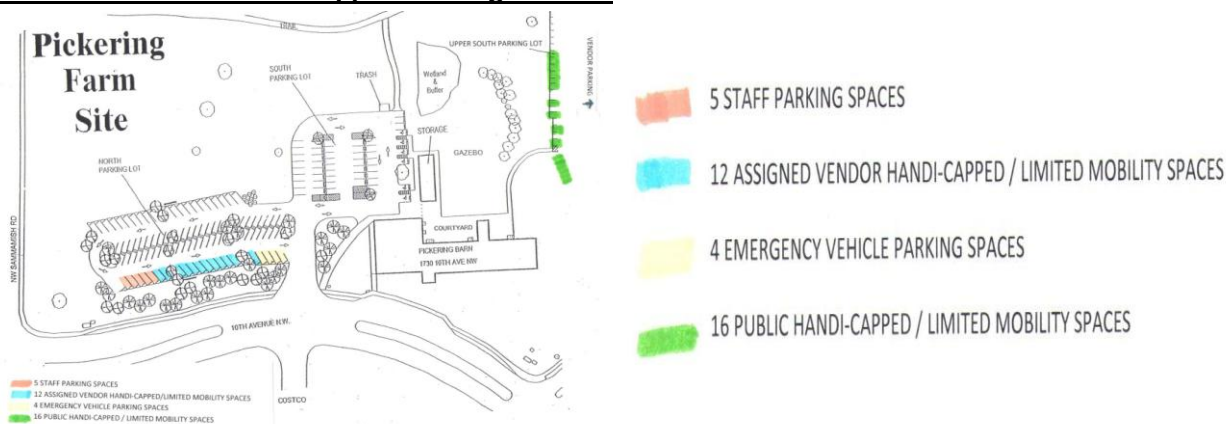
For information on permits, registration and requirements please call our King County Public Health Department area representative, Leonard Winchester, at 425.296.9842 or leonard.winchester@kingcounty.gov or visit their website:

www.kingcounty.gov/healthservices/health/ehs/foodsafety/FoodBusiness.aspx

Update on Costco Parking Garage!

The Costco parking garage is still under construction with hopes of completion by June! Just in time for our busy summer months! Upon agreement between Costco and the City, market staff, vendors and shoppers will have partial access to this parking garage during the hours needed to run the market. This garage will then be the sole parking option offered to market participants. As we receive information we will keep you informed of the progress and the details of the garage. In the meantime, we will continue to offer the parking options provided during the 2013 season as follows:

Lower Lot Vendor Handi-Capped Parking Passes:



12 Handi-Capped / Limited Mobility Passes will be issued each season for the assigned parking of one registered and personally owned vehicle per vendor booth; regardless of booth size or category, in the lower lot. The vehicle's occupant must actively assist in the set-up, operation and tear-down of the booth. Assignments will be made on a first-come first-serve basis; to returning season vendors first and then to new joining vendors; at time of season membership based on the following criteria in the following order:

- 1) Current registered handi-capped parking permits issued by Washington State
- 2) On-going limited mobility approved by market staff and doctor's note if requested
- 3) Temporary injury/illness approved by market staff and doctor's note if requested
- 4) First-come, first-serve vehicles (not available to oversized trucks or vans)

Permit holders must attend a minimum of two markets a month per a 4 Saturday month and 3 markets a month per a 5 Saturday month. All vehicles must be parked in assigned space by 8:45 am and cannot be removed until 2:15 pm (there are no in and out privileges during market). Spaces left empty by 8:45 am will be filled at the discretion of the market staff. Spaces **cannot** be gifted or transferred to another vendor, family member or booth employee.

Are you interested in applying for a limited mobility vendor parking space?

If yes, complete the following information and submit with your membership application to be considered.

Approved assignments will be good for just the current 2014 season. Application will be requested annually with no guarantee.

Name: _____ **Company Name:** _____

Brief description of limitation: _____

Limitation Criteria: Please circle applicable situation...

- 1) Current registered handi-capped parking permit issued by Washington State
Permit #: _____ **Expiration Date:** _____
- 2) On-going limited mobility approved by market staff and doctor's note if requested
- 3) Temporary injury/illness approved by market staff and doctor's note if requested

SIGNATURE: _____ **DATE:** _____

2014 Vendor Parking (until the Costco Parking Garage is available):

All vendors not issued a handi-capped / limited mobility parking permit for the lower lot, must park their vehicles in the designated upper south parking lot area located behind the Costco Trading Building as done during the 2013 Season. Please follow labeled vendor signage for your approved location of parking. The only vehicles permitted in the market area will be those designated by the market manager as vehicle selling spaces. Parking will be monitored very closely each week and violators will be asked to leave the market.



2013 Issaquah Farmers Market Parking

Issaquah Farmer's Market Handicap Parking Farmers Market Parking



05/23/2013

2014 Issaquah Farmers Market Applicant Signature Page

- By accepting a stall at the Issaquah Farmers Market each vendor hereby agrees to abide by the regulations in this application (Pages 1 – 14) and must sign the below Hold Harmless Agreement covering the City of Issaquah.
- The Management of the Issaquah Farmers Market reserves the right to cancel the privileges of any vendor who, in the opinion of Management has willfully violated the Rules and Regulations governing the Issaquah Farmers Market.
- The Market Management, Issaquah Parks and Recreation Department, and the City of Issaquah who are responsible for the management of the Issaquah Farmers Market will enforce the following rules and regulations.

INDEMNIFICATION & HOLD HARMLESS AGREEMENT

THE MARKET VENDOR PARTICIPANT NAMED BELOW SHALL indemnify and hold the CITY and its agents, employees, and/or officers, harmless from and shall process and defend at its own expense any and all claims, demands, suits, at law or equity, actions, penalties, loss, damages, or costs, of whatsoever kind or nature, brought against the CITY arising out of, or in connection with, or incident to, their participation (or the MARKET VENDOR PARTICIPANT'S agents, employees, officers, or volunteers) at the CITY of ISSAQUAH FARMERS MARKET, and/or the MARKET VENDOR PARTICIPANT'S performance or failure to perform in a manner consistent with CITY facility rules and regulations, following CITY staff instructions, or any actions while at the ISSAQUAH FARMERS MARKET; provided, however, that if such claims are caused by or result from the concurrent negligence of the CITY, its agents, employees, and/or officers, this indemnity provisions shall be valid and enforceable only to the extent of the negligence of the MARKET VENDOR PARTICIPANT; and provided further, that nothing herein shall require the MARKET VENDOR PARTICIPANT to hold harmless or defend the CITY, its agents, employees, and/or officers for damages or loss caused by the City's sole negligence. The MARKET VENDOR PARTICIPANT expressly agrees that the indemnification provided herein constitutes the contractor's waiver of immunity under Title 51 R.C.W., for the purposes of this Indemnification and ISSAQUAH FARMERS MARKET participation if the MARKET VENDOR PARTICIPANT is any type of business entity, whether for profit or not for profit. No MARKET VENDOR PARTICIPANT is an employee, agent or volunteer of the CITY for this ISSAQUAH FARMERS MARKET ACTIVITY, all are independent vendors.

PHOTO/VIDEO RELEASE: I the undersigned MARKET VENDOR PARTICIPANT and/or any representative of my ISSAQUAH FARMERS MARKET participation, give permission to have photos/video tapes taken without compensation, during City Of Issaquah activities and used for publicity purposes in any manner by the CITY.

PARTICIPANTS BRINGING ANIMALS ON SITE AS PART OF BOOTH / PRODUCT: MARKET VENDOR PARTICIPANT expressly agrees to hold the CITY harmless as described above for all incidents involving any behavior from the animals they bring onto CITY property regardless of whether the animal was provoked, injured, died, or from any actions whatsoever that bring a claim or lawsuit against the CITY. The MARKET VENDOR PARTICIPANT is solely responsible for the actions of the animals they or their agents have brought onto CITY property and will reimburse the CITY for any damages to CITY property ensuing from those animal's actions. The MARKET VENDOR PARTICIPANT agrees that CITY staff have the sole determination in whether any animal may stay or must vacate CITY property immediately upon such CITY staff verbal notification to MARKET VENDOR PARTICIPANT. Safety of the general public is the first concern of the CITY and any decision of CITY staff to have an animal removed from CITY property is the final and sole determination. If MARKET VENDOR PARTICIPANT does not immediately remove an animal upon CITY staff notification, the CITY police will be notified to do so.

IFM APPLICATION & REGULATIONS: I have read the IFM Application, Rules and Regulations, and Hold Harmless Agreement. My signature below indicates that I agree to abide by the policies and procedures of the Issaquah Farmers Market, including those regarding set up and take down, sales and safety procedures, and booth request / assignment policies.

SIGNATURE: _____ **DATE:** _____

CODE OF CONDUCT: I have read and agree to comply with the Issaquah Farmers Market Code of Conduct.

SIGNATURE: _____ **DATE:** _____

PARKING: I agree to park in the IFM recommended areas and not in valuable customer parking.

SIGNATURE: _____ **DATE:** _____

CANCELLATION POLICY AND NO-SHOWS PENALTIES: I have read and agree to comply with the Issaquah Farmers Market Cancellation Policies and No-Show Penalties.

SIGNATURE: _____ **DATE:** _____

Printed Name of Person Signing Above (Must be 18 years of age or older)

COMPANY / BOOTH NAME

Rules and regulations of the Issaquah Farmers Market are subject to change after the affected vendor(s) have been notified of such change.

2014 Issaquah Farmers Market CODE OF CONDUCT

Adopted January 2011

Code applies to all vendors, their workers, agents, guests, volunteers, family or anyone assisting a vendor in any manner.

1. Practice patience and understanding to customers, other vendors, and market staff
2. Demonstrate sensitivity to people of all ages, ethnicities and diversities; in accordance with RCW49.60.030 Freedom from Discrimination Law.
3. No wearing of or use of items that violate the anti-hate crime laws (including but not limited to wearing of t-shirts, stickers, posters, pamphlets, etc.)
4. Treat customers with courtesy, respect and honesty
5. Assist other vendors whenever possible
6. Treat other vendors and their property with respect and understanding
7. Treat market staff and volunteers with respect and understanding
8. Notify market staff immediately of any unsafe conditions or grievances
9. Resolve conflicts in an unobtrusive manner
10. Do not use or condone profanity or vulgarity towards any other person, either by actions or in any language
11. Do not bring dogs or other animals to the market
12. Vendor's children are their responsibility and must be under adult supervision at all times
13. No vendor may be under the influence of any drugs or alcohol while participating at the market; or use prescription or over-the-counter drugs that impair their ability to operate their booth in a safe manner.
14. All products offered for sale must be safe, have a decent life expectancy and exhibit quality of construction

The Market Manager or Representative of the Issaquah Farmers Market has the right to remove or deny from point of membership any vendor whose conduct is disruptive or harmful to the integrity of the market customers, staff and other vendors. **Disruptive or harmful behavior may be described as but is not limited to:**

- An act of assault, harassment or intimidation; including angry yelling, hawking
- Use of abusive language
- Fighting
- Discriminatory or hate-crime behavior
- Acting in an unprofessional manner
- Negatively affecting the market atmosphere or reputation
- Misrepresentation of products sold
- Repetitive no-show attendance without proper cancellation

Acts of such behavior may result in a warning, suspension or expulsion from the market of which decision is at the sole discretion of the City.

Warnings: Failure to abide by this Code of Conduct may result in verbal and/or written notices of improper behavior. Continued behavior may result in suspension or expulsion.

Suspensions: Failure to abide by this Code of Conduct may result in a written suspension from the market for an amount of time determined by the market staff dependent on the offense committed.

Expulsion: Failure to abide by this Code of Conduct may result in written expulsion from all further market participation.

Please cooperate with other Vendor's, the Market Managers, Market Staff, and the City of Issaquah to maintain the unique atmosphere and appeal of our market.

Grievances, Complaints or Suggestions should be discussed with the market manager or person in charge of the market that day. Failure to do so may result in limiting the City's ability to address any particular situation. Suggestions or criticism can also be mailed to the Issaquah Farmers Market, City of Issaquah, at P.O. Box 1307 Issaquah, Washington 98027-1307.

2014 Issaquah Farmers Market Rules, Regulations and Guidelines

THE MISSION of the Issaquah Farmers Market is to provide a dynamic Market to benefit the Greater Issaquah area, Community, Customers and Vendors.

RULES AND REGULATIONS

The Rules and Regulations of the Issaquah Farmers Market are established to maintain a standard that will make the market enjoyable and profitable to all. Vendors must read and abide by the annual rules and regulations of the market. Any vendor who does not follow the Rules and Regulations of IFM may be asked to leave and may lose any further privileges at the market.

- 1) The Issaquah Farmers Market is an outlet for farmers, crafters, food processors and food concessionaires to sell their wares directly to the public. All products must be grown, raised, produced and gathered by the vendor in the State of Washington.
- 2) The Issaquah Farmers Market is an outlet for local Non-Profit organizations to provide information to the public through displays, performances, handouts, personal contact and fundraising. Four stalls in the market will be set aside each week for Non-Profit Organizations. Please see Page 8 for more information on Non-Profit booths.
- 3) The Issaquah Farmers Market is an outlet for area musicians and artists to perform for the enjoyment of the public. An area will be set-aside at the market for this purpose. All performers and musicians must register each week to be a part of the market activities. Call (425) 837-3311.

MARKET GUIDELINES

Annual Membership Fee and Market Acceptance Policy

All vendors at the Issaquah Farmers Market must register annually with the market. The annual non-refundable membership fee for all vendor categories is \$40.00. Each vendor must fill out an application and pay the annual fee to be considered eligible for a stall assignment. New vendors must have their items juried before being accepted into the market. Volunteer musicians & entertainment, per approval of market manager, will be exempt from the annual fee as will non-profit organizations if advertising their product only & no sales are conducted.

Booth Fee Payment

Payments will only be handled week to week (no pre-paid option offered in the 2014 season).

- **Week to week payments** will be charged at \$30 per outdoor stall. Fees are due weekly upon arrival and before booth set-up. Please have payment ready for the manager on duty at check-in. Any vendor that fails to pay the appropriate fee will not be allowed to participate in the market that day. Make all checks payable to the City of Issaquah. Checks or exact cash are preferred. Credit card / debit cards are not accepted. There is an ATM available in the barn lobby if cash is needed.

NSF Fees

Any check written to the City of Issaquah that is returned from our bank as NSF ('Non Sufficient Funds') will be charged a \$40 NSF fee per check. The vendor will be notified of this status as soon as we are. The \$40 fee, plus original check amount, will need to be paid by cash or cashier's check within two weeks of notification, or upon re-entry to the market, whichever comes first. Payments by personal check will no longer be accepted after a check is returned as NSF.

Market Dates and Hours

The market will be open from 9:00 a.m. to 2:00 p.m. every Saturday beginning on April 19, 2014 thru October 11, 2014, rain or shine. There will be no indoor market space provided this year in the Hay Barn. Market staff will open for set-up at 6:30 a.m. All vendors must be ready for business by 9:00 a.m. each Saturday. The market opens at 9:00 a.m. sharp. Vendors have only one hour for clean up from 2:00 – 3:00 p.m. At 3:00 p.m. sharp all booths and product must be removed from the grounds to allow for incoming rental events – including outdoor vendor booths.

Pre and Post Hours Selling and \$25 Fines

Absolutely no sales before 9:00 a.m. or after closing at 2:00 p.m. will be tolerated. Violators will receive a **\$25 daily fine** which will need to be paid prior to re-entry into their next participating market. After three convictions, the violator will be suspended from the market for the duration of the season.

Vendor Selection is at the discretion of the market manager and staff of the Issaquah Parks and Recreation Department. In an effort to control the quality & variety of items sold at the market, all new vendors must have their items juried (approved) by the vendor manager or market staff before acceptance and participation to the market.

All vendors will be selected on the basis of **quality of workmanship, means of creation, artistic resume, market enhancement** (how items will complement other vendors and the overall market environment), **skills needed to produce their products, and number of direct competitors already selling the same product**. The market manager has the right to refuse rental of stalls to any vendor who does not comply with the guidelines of the market.

Stall Assignments Stalls will be assigned to vendors based on the following **Priority Point System**:

1. Product Priority
2. Years in Market
3. Attendance from previous season and/or during current season (based on green slip submission)
4. Sales History
5. Lack of Commitment / No Shows

Product Priority Rating based on Category and Market Enhancement:

- (1) **Farmers** who grow fresh produce
 - (2) **Nursery** those who grow plants & trees
 - (3) **Flowers** those selling floral arrangements
 - (4) **Processed Foods** – commercially non-potentially hazardous prepared foods or items used for cooking
 - (5) **Concession Foods** – prepared on-site
 - (6) **Crafters** – selling personally created pieces such as artwork, jewelry, soaps, etc.
 - (7) **Non-Profit Groups** (501c3 qualified) who will be advertising their cause to the public
 - (8) **Non-Profit Groups** (501c3 qualified) who will be selling a product for profit
 - (9) **Other** those not fitting in another category but participation pre-approved by market manager
- Resellers are accepted occasionally** on a space available basis & per approval – selling items created commercially, not by vendor him/herself

Reserving your Booth Space

Participation in the market can be a week to week decision. You are not required to commit to all 26 Saturdays in the 2014 season or to pay in advance. There are four ways to reserve your booth space:

1. At the close of each market, complete & return to staff your Daily Sales Report – also known as your “Green Slip.” Indicate on the Green Slip the next market you plan to attend & your booth preferences.
 2. Register on-line on our website www.issaquahwa.gov/market
 3. Email market managers at issaquahfarmersmarket@issaquahwa.gov
 4. Call the vendor manager at 425.837.3311 (leave a message)
- **ALL reservations must be received by 2 p.m. on the Thursday prior to that Saturday’s market.**
 - **Reservations received AFTER 2 p.m. on Thursday will be accepted on Saturday morning upon check-in based on availability.**
 - **Reservations not fulfilled will result in the penalty NO SHOW payment if not cancelled by 2 pm on the Thursday prior to the Saturday’s market.**
 - **The NO SHOW penalty fee is \$30 for booth spaces held.**

Cancellations and Penalties – This policy will be enforced throughout the 2014 Market Season

ALL reservations must be received by 2 p.m. on the Thursday prior to that Saturday’s market. Reservations received AFTER 2 p.m. on Thursday prior to the market may still be able to exhibit but booth assignment will be provided at a space available basis only. The market staff is not responsible for saving a booth space for a vendor that has not requested the booth space.

Vendors will be charged and held responsible for paying the \$30 Booth Fee for any weekly reservation previously made and not cancelled by **2:00 p.m. on Thursday**. The \$30 cancellation fee will be due at entry of the next attended market, in addition to the daily booth fee, before entry is permitted. If another market is not attended after the cancellation is made, the vendor will be invoiced for balances due. All cancellation balances due must be received within 30 days of market no-show date.

****No shows hurt the credibility of the market and negatively affect all vendors. If this becomes a reoccurrence, this may be grounds for termination from the market.**

Crafters vs. Resellers

Vendors who are considered crafters at the Issaquah Farmers Market must grow, craft or process what they sell. Those that want to sell commercially made items are considered “resellers” and may occasionally be granted annual participation only under the following criteria, all of which must be met:

- Commercial products to be sold are not already being represented and sold by a “crafter” of the item

- Commercial products to be sold meet the quality and value expected at the market - monitored and determined by market managers
- Commercial products to be sold are not easily attainable through retail venues
- Commercial products bring value to the market and are of interest to purchasers – monitored and determined by market managers
- Space must be available – determined weekly no earlier than Thursday by market manager

The Issaquah Farmers Market does not allow resell items, resellers and franchisees.

Product Quality

No used or antique items will be sold at the market. Antiques or used items may only be sold on labeled special event days designated by the market manager.

All products offered for sale at the Issaquah Farmers Market shall be subject to inspection and approval by the market manager. If any items are deemed not “fitting” or unsafe for family usage, or have not been grown or produced by the vendor, the vendor may be asked to remove such items. Vendors must comply with such requests or they will be asked to immediately leave the market.

Stall Details

Each stall will be approximately 10'x10' outdoors. If a vendor's stall covers more than one selling stall area, the vendor will be charged accordingly. A maximum of 3 stalls (\$30 each) may be purchased per vendor each market on a space available basis. Vendors are asked to be present in their stalls each week they attend. An exception may be granted to farmers and processors offering perishable products that attract regular weekly customers. Such farmers and processors may be allowed to have a designated representative selling their items at the market, with prior approval.

Electrical Needs and Charges

Electricity to vendors outside is available upon request & prior approval. Requests for electrical access must be made at time of registration. The Electricity Information section of application must be completed and submitted at time of request.

Outdoor booths requesting electrical access will be charged a \$100 non-refundable season access fee for their booth. Electricity outside is extremely limited in both quantity of receptacles and power. New vendors may not be eligible for electrical access and should be prepared to use an alternative source of power if necessary.

Stall Set-up

Vendors must first check-in with the Market Staff at the designated Market entry location to receive their stall assignment and to pay their daily rental fees BEFORE SETTING UP. Violation of this request slows the market check-in process and may be grounds for removal from the market. Vendors who have reserved their stall in advance may begin their stall set-up at 6:30 a.m. Vendors who did not pre-book a stall will be assigned a space at the market on a priority and first come basis.

- Stall assignments are not permanent from week to week or throughout the duration of the season.
- Market manager has the right to rearrange stall layout and assignment at any time.
- Stall assignments will be made based on the Priority Point System and special accommodations required such as location of competitors, electrical needs, weather restraints, and booth configurations, etc.

Due to limited space, vendors are asked to unload their vehicles and park in the designated lot before unpacking boxes or beginning to arrange displays. Please be considerate of other vendors trying to unload. No vendor can set up after 8:30 a.m. All vehicles must be removed from the market selling area by 8:45 a.m. and parked in the upper south parking lot behind the Costco Trading Building in designated vendor parking area or in assigned lower-lot handi-capped / limited mobility spaces if approved. Parking directions will change with use of the Costco Parking Garage.

All vendors are required to remain until closing. Vendors are not allowed to close down prior to the 2:00 p.m. closing time. Vendors will be allowed one hour for take down from 2 p.m. – 3 p.m.

Stall Take Down

At the end of the selling day, vendors are not to enter the market area with vehicles until all products have been boxed and ready to load. Vehicle entrance back into the market for tear-down will be monitored by market staff. **No vehicles shall enter the market area after 8:45 a.m. or before 2:15 p.m. for the safety of customers.** All exceptions to this policy must be approved in advance by the market manager. All vendor material must be removed from the property at the end of each market day.

Stall Clean Up

Each vendor is responsible for cleaning his/her stall area and the immediate surrounding area. Dumpster, recycle and compost containers are available on-site. Recycle materials are to be placed in the appropriate blue containers and compost materials are to be placed in the appropriate green containers. No vendor material may be left at the market for

the next week. The Issaquah Farmers Market is not responsible for any items left on the premises. Brooms, rakes, and tools needed for clean-up will be provided. Your cooperation is much appreciated. A cleaning fee will be assessed for any stalls that need to be cleaned at the end of the market day. On all Saturday evenings, the barn will be rented to private parties who will be moving in at 3:00 p.m. after the market closes. Vendor cooperation is needed to provide a quick turnaround.

Exiting Expectations

Vendors are expected to be packed and exiting from the facility and its grounds at 3:00 p.m. After every market, an incoming rental (most always a wedding) will be arriving on the property at 3:00 p.m. At this time, their paid rental begins and they will receive full access and right to the building, exterior grounds and parking lot. Market staff implement exiting strategies and monitoring each week to improve the traffic flow and safety during check out.

Daily Sales Report (Green Slip)

Each vendor will be asked to fill out and return a sales report at the end of each market day known as a "green slip". This report will be used to track market volume. Figures compiled will also be used in educating the public about the market and developing support from possible advertisers. Please fill out the report as accurately as possible. Please don't just write the same number week after week. If a vendor feels uncomfortable counting money at the booth, please feel free to ask market staff for a private location inside the Barn. Vendors are to complete sales reports just prior to beginning stall take down. Notification of the next market a vendor will be attending, as well as booth location preferences can also be noted on the sales report.

Weather and Emergency Procedures

The Issaquah Farmers Market is a 'Rain or Shine' market every Saturday from 9 a.m. to 2 p.m. We do not close early because of weather. In the event that the market does need to close early, it will be done at the market manager's discretion based on the guidelines they are given by management. If you have questions or would like to see a copy of these guidelines, please ask one of the market managers and they would be happy to share them with you.

Non-Profit Groups

Non-profit groups will be restricted to one visit each month and only 4 spaces per Saturday will be made available. Set-up location for these booths will be determined weekly by the market staff and are subject to change locations from week to week. Tents must be provided by the non-profit.

If a Non-Profit Organization is conducting a fundraising or profit generating booth, they must also register and pay appropriate membership and daily booth fees. If a Non-Profit Organization is conducting a free service or advertising activity, with no fundraising or profit generation, they will not be charged the membership fee or the daily booth fee, although, as mentioned above, these spaces are limited and on an "as available" basis.

Hay Barn or Dairy Barn Activity and Usage

The Dairy Barn will often be utilized for special market events, displays or promotions. If more than the maximum 3 stall (10'x30') space is needed to conduct a market approved event, organizations may rent the entire Dairy Barn for \$200 per Saturday market plus the one-time annual \$40 membership fee. Set-up, event and tear-down hours will run in compliance with the standard market timeframe. Vendor Rules and Regulations will also apply. Space will be made available per the market manager approval and must be rented in advance with completion of an additional Facility Rental Agreement. Rental of the space outside of the market hours will require additional booking and payment through the Pickering Barn Rental Division Office.

Signage at Your Booth

All vendors must have a sign at their site. The sign must have the farm or business name, and contact person listed. Signs, banners, objects, and the like are to be attached **ONLY** to the vendors' booth and may not exceed the size of the booth. A vendor may place (1) a-frame sign providing information about the business such as name, logo or menu directly in front of the booth.

Labeling of Products

Labels are required on all processed foods and must meet the following State requirements:

1. Product Name
2. Company Name
3. Address
4. Net weight in ounces and metric on bottom 1/3 of the label
5. Ingredients listed in decreasing order of predominance

Printed Material

Vendors are allowed to display in their booths only educational materials that directly relate to the products they are selling or materials related to the Issaquah Farmers Market. Vendors may not display products, materials or literature for other businesses, organizations or individuals (unless previously approved by market managers).

Amplified Music

Amplified music or paging systems cannot be used by vendors (unless previously approved by market managers).

Generators

A vendor requiring a generator may be accepted on a case by case basis. A limited number each season will be allowed and must be tested and pre-approved by the market managers.

Mobile Units

A limited number will be accepted each season and will only be allowed in pre-approved parking locations.

Temporary Structures and Tables

The market manager must approve any temporary structures or tables that are used by a vendor, including awnings or tarps. All temporary structures, tables, and equipment will be removed from the market site by the vendor responsible for their installation at the end of the selling day. All awning or tents must be secured with weighted objects, such as sandbags, only to prevent being blown away and to prevent damage to property or people. Staking into the ground and attaching to the barn's physical structure for ease and stability are not permitted.

All vendors are responsible for providing, maintaining and handling their own tables, awnings, equipment and product. Equipment (such as tables, tents, awnings, hand washing stations, etc.) is not provided by the market. Vendors are responsible for purchasing and transporting their own equipment. Storage of such equipment from week to week is not available at the Pickering Barn and not provided by the Issaquah Farmers Market.

Inside the facility

1. No tape on any wall, floor, ceiling rail – even blue painters tape, electrical tape or adhesive sticky goo
2. No nails, tacks, staples, pins or glue can be used on the facility walls, floors or equipment
3. No paint or markers are allowed to be used on the walls, floors or ceiling of the facility.
4. No throwing of birdseed, rice, flower petals, glitter or confetti
5. No blowing of bubbles inside the facility
6. No open flame – including lit candles or lamps inside the facility
7. No hay bales inside or outside the facility
8. No live x-mas trees
9. No balloon releasing
10. No bubble, fog, rain or snow machines
11. No hand trucks, scissor lifts or motorized vehicles inside the facility
12. No animals or pets

Broken glass must be deposited in the dumpster and not in regular trash containers.

Music is allowed only in the designated area(s) of the facility.

Outside the facility

1. No stakes, poles, signs, etc. will be permitted to be adhered to the ground or the exterior of any building. Items may be adhered ONLY to the vendor's own equipment.
2. No affixing signage, banners, decorations, tarps or tents to the Barn's exterior, signage, trellis work or gazebo
3. Marking or painting on the asphalt or gravel is prohibited.
4. Burning barrels, fires, gas engines, lit candles or lamps are not allowed on the grounds.
5. All regular trash must be put inside the designated trash containers.
6. No dumping of chemicals, hay/straw, ashes, grease or foreign items allowed on the property.
7. No hay bales – unless sold as product and display has been approved by market manager
8. All awnings must be secured with proper weights to prevent blowing away and causing damage.
9. Broken glass must be placed in dumpster and not in regular trash containers.

A fee may be charged for any damage caused by a vendor to the facility, grounds or equipment.

Dress Code

All vendors are asked to wear clothes that are non-offensive and help promote a professional atmosphere at the market. On special events and occasions vendors may be asked to wear clothing to compliment the market theme.

Smoking Policy

No smoking or any kind of open flame by vendors or customers is allowed in vendor stall areas. Smoking in vendor booths inside or outside or in customer sales areas is not allowed.

In compliance with Washington State RCW 70.160 / Initiative 901...

“Smoking is prohibited within a presumptively reasonable minimum distance of twenty-five feet from entrances, exits, windows that open and ventilation intakes that serve an enclosed area where smoking is prohibited so as to ensure that tobacco smoke does not enter the area through entrances, exits, open windows, or other means.”

Drug and Alcohol Possession Policy

The unlawful possession or use of illegal drugs and/or alcohol on the market site will not be tolerated and subject to dismissal.

Health Practices

All vendors must adhere to sanitary procedures as outlined by the King County Public Health Department. All processed food vendors, concessioned foods and food samplers are responsible for obtaining proper health permits for their booth and each booth representative handling the food must have a current Food Handler's Permit. Any vendor found selling contaminated food products or produce shall be suspended from selling operations until satisfactory clearance has been obtained from the King County Health Department. Processed foods must be produced at an approved kitchen and proof of kitchen certification must be shown. Food labeling requirements also must be met. Food permits for potentially hazardous food items can only be obtained during the first 30 days of market operation, then only 2 weeks prior to your opening operation up until the half way date of the season. For information on permits, registration and requirements please call our King County Public Health Department area representative, Leonard Winchester, at 425.296.9842 or leonard.winchester@kingcounty.gov or visit their website: www.kingcounty.gov/healthservices/health/ehs/foodsafety/FoodBusiness.aspx

Please Note: the market manager will be inspecting the stalls of food concessionaires and samplers weekly to ensure that appropriate health practices are used at all times and that all permits are in evidence.

**If a vendor plans to sell one of these items in 2014, please look at the King County Health Department website or contact Leonard for more information regarding permit changes: dairy, cut leafy greens, mushrooms, hard crusted breads, processed foods or concessioned foods (temp changes).

Compostable Serving Materials Law

The City of Issaquah adopted a new law on Food Service Packaging and Recycling on October 1, 2010. This law prohibits food service businesses (market vendors included) from using polystyrene foam (Styrofoam™) and non-recyclable or non-compostable packaging and service ware in connection with food service in Issaquah (including the Issaquah Farmers Market). Businesses must also participate in a commercial food waste recycling program or provide recycling and compost containers for consumers and ensure materials are recycled or composted (provided by Issaquah Farmers Market Management). Foods that are pre-packaged before they are received by a business are not included in this law.

Reducing garbage through compost and recycling can save businesses up to 50% or more on garbage service costs and can lead to devastating environment effects such as pollution and harm to animal life. A full list of compostable products is available online at www.cedar-grove.com/acceptable/Accepted%20List.asp or by calling 425-837-3400.

Sampling Requirements

To sample at the market, the farmer/vendor must get approval from the market manager and have a working warm water hand washing stations in the booth set up PRIOR to sampling. The samples must be washed prior to sampling – use of IFM's on-site three compartment sink in Creamery and single rinse sink in Carriage House are available. Clean containers for transportation of the samples must always be used. Sneeze guards must be used and single service utensils, such as toothpicks, must be provided. Food can only be handled with tongs, bakery papers, scoops, or disposable rubber/plastic gloves. Bare hand contact with food is not allowed. Cutting implements are to be changed or washed every two hours with soap, running water and paper towels. Potentially hazardous food can be sampled only as long as they are kept in the correct hot or cold temperature zone, and utensils are used. Disposable serving utensils, like toothpicks, are to be used for the public. Food serving utensils need to be changed every two hours. Vendors should bring three sets for the five-hour market. ALL VENDORS must abide by this Washington State Department of Health requirement that hands will be washed with warm water TWICE after using the restroom (once at the restroom with warm water and then again at your hand wash station back at your booth) BEFORE handling products.

Wine and Beer Sampling & Selling

An additional addendum for eligible in-state wineries and/or breweries interested in selling and sampling bottled wine or beer of their own production at the farmers market will be provided to qualified vendors to comply with and sign at time of application. If you are applying under this category please let our staff know this and the addendum will be provided to you upon request.

Food Bank Donations

Food bank donations from produce and food vendors will be accepted at the end of each market and picked up by a representative from the Issaquah Food Bank. Please notify market staff if a vendor/booth will have something to donate so proper procedures can be explained. In the event that a pick-up is not made, the donations will be composted.

Organic and Raw Milk Labeling

If a product is labeled "Organic," it must be certified as required by WSDA Organic Food Program. If a product is labeled "Certified Transitional," WSDA documentation must be available upon request. The word "organic" may not be used within one year prior to the harvest of the crop and the grower holds a certificate from the WSDA stating such – this is National Organic Compliance. Verbal or written declarations of organic status while selling at our market, not certified or verified will result in termination of vendor's ability to sell. When a farmer is selling both organic and non-organic produce at the same stand, the organic produce must be physically separated from the non-organic produce and signs must be clearly posted and labeled as to the growing method.

Raw Milk booths must post a consumer advisory warning at their booth and packaging must be labeled "raw milk."

Unsprayed, Pesticide-Free or Low Spray

Vendors who make verbal and/or written declarations of "no or low-spray" or "pesticide free" products will need to provide a notarized affidavit describing how these procedures are followed or have certification as a "transitional" or "sustainable" process through an approved organization.

Weights and Measures

Vendors that sell products by weight shall provide their own scales, which must be "legal for trade" and are subject to inspection by the Department of Agriculture's "Weights and Measures" Program. All scale displays must be readable and within easy sight of customers. All scales must be registered annually by the Washington State Department of Licensing.

Pricing of Goods to be Sold

Pricing of goods sold at the market and any applicable taxes are the sole responsibility of the individual vendor. The advertising of discounted prices and promoting of other non-market locations is not permitted on the market site. Produce vendors must have prices clearly displayed.

City Business Licenses and Taxes

Per Issaquah Municipal Code 5.02.010 - if a vendor makes over \$3,000 a year at the Issaquah Market (or elsewhere within the City limits throughout the year), this vendor is required to have a City of Issaquah Business License unless one of the exemptions are met. Please visit the following link for information on how to apply and for license requirements: <http://www.dol.wa.gov/business/citycounty.html> - Please call the City of Issaquah Permit Office at 425.837.3116 with any questions.

Vendors are responsible for obtaining appropriate licenses and reporting and paying all taxes needed to do business in the City of Issaquah and State of Washington.

The Business License exemption is stated:

5.02.025 Exemptions.

Participants of a City-sanctioned event (sponsored or permitted, including special events) who gross less than \$3,000 a year.

Those participants grossing more than \$3,000 annually within the City of Issaquah must obtain a City of Issaquah Business License.

Any non-agricultural vendor whose weekly sales reports totaled over \$3,000 for the previous year's Issaquah Farmers Market sales will be asked to apply for and purchase a \$60 City of Issaquah Business License prior to their first market participation of the season. An additional \$15 State Processing Fee applies when purchasing this permit.

Retail sales taxes are the responsibility of each vendor. Most vendors are required by Washington State Law to have a current Washington State Master Business License Number which should be supplied with the vendor application.

State Business License Requirements

Per state law, Revised Code of Washington 82.32.033 – the City is advising all vendors that if participation at the Issaquah Farmers Market meets the requirements for a State of Washington business license (which has different

requirements than the City of Issaquah license), then the correct license must be obtained. The City reserves the right to ask to see the business license (or proof of exemption) at any time. To see business requirements for a State license please visit the following link for further information: <http://www.bls.dor.wa.gov> - Please call the State Department of Revenue at 1.800.451.7985 with any questions.

Advertising

The Issaquah Farmers Market advertising shall be the responsibility of Issaquah Parks & Recreation Department. Advertising of the market will be for the benefit of all vendors.

Performers and Busking

IFM will do its best to provide music to shop by and entertain the crowd with at each market. The market will schedule as many live performances as the budget will allow. Donated entertainment and sponsored entertainment is also accepted. Busking is allowed at no cost but the public cannot be charged to listen to or purchase from the buskers. Busking set-up cannot be in an area necessary for market use or set-up; but the market is not allowed to reject them. The market does not manage or arrange busking performances.

Expression Area

The market managers will establish a "Free Speech Area" for the purpose of providing one place at the market for members of the public to **display** information. This may be political advertising, petitions or the like. The designated expression area shall be marked by at least one sign containing the words "Free Speech Area". Members of the public who wish to use the Farmers Market for expression activities may do so by setting up tables in this designated area to display information and by wearing buttons and personal advertising. Leafleting, organized protesting, non-scheduled entertainment (busking) cannot be managed or eliminated by market staff. Members of the public are allowed to walk through the market carrying a sign mounted on a non-pointed stake or leafleting. These signs may be no larger than 14" by 22" in area. Vendors will notify the onsite market manager if infractions to these rules are noted. All expression area participants must ensure that their information conforms to the State's RCW49.60.030 Freedom from Discrimination law and that there is no wearing of or use of items that violate the anti-hate crime laws.

Animals in the Market and Service Animals Law

"NO DOGS / NO PETS" POLICY FOR ALL – SHOPPERS & VENDORS.

Proper signage will be displayed in multiple areas throughout each market and market staff will monitor and educate patrons of the policy.

NO PETS (ANIMAL, REPTILE, OR OTHER) will be allowed in the vendor areas, including stored in vehicles, or on Pickering Farm grounds.

The only exceptions to this policy are service animals. Previously approved and scheduled demonstrations involving animals by 4H or performing groups may be allowed and proper waiver will be completed prior to attending the market.

The distribution, sale or giving away of animals on the market site is forbidden.

Children of Vendors

Vendors please be responsible for your children if brought to the market. Vendors must closely supervise their children at all times – especially during set-up and tear-down when the market is especially dangerous due to moving vehicles. Small children should not be allowed to wander through the market without adult supervision. The indemnification agreement signed as part of this application holds the vendor completely responsible for any injuries, death or damages sustained by or created by the vendor's children or other agents of the vendor; unless caused by the sole negligence of the City.

Sponsorships

The market is always seeking personal and corporate sponsors to help off-set the expense of the market. Market sponsorships typically reimburse the City's general fund or can cover entertainment, activity or equipment purchases. Three sponsorship levels are available and in exchange for the financial support, printed and on-site advertising as well as the opportunity for on-site promotional space is available.

For information on how to become a sponsor please download the Sponsor Application on our website:

<http://www.issaquahwa.gov/index.aspx?NID=782> or contact a market manager at 425.837.3311 or via email at issaquahfarmersmarket@issaquahwa.gov